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ABSTRACT

The activities of the faculty at James Madison University during the fall term of the academic year 1978-79 are described. Full-time instructional faculty, part-time faculty involved in resident instruction, administrators and classified employees who taught at least one course, and graduate teaching assistants were surveyed. Information was collected concerning class hours, class preparation, instructional activities, research and scholarly activities, public service activities, academic support, student support, and institutional support. Survey results for 1972 through 1978 are summarized and analyzed. The survey procedure is discussed and changes in the questionnaire since 1972 are detailed. It is concluded that although the survey population has changed over the years, the activities of University faculty have remained quite constant since 1972. The survey results are tabulated and the questionnaire is included. (SF)

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# SURVEY OF FACULTY ACTIVITIES

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MARCH 1979

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# INTRODUCTION

The purpose of the Faculty Activity Survey was to document the array of activities which command the energy and effort of the University's faculty. Information concerning the kinds of activities in which faculty are engaged, and indications of the relative effort devoted to each, constitute important inputs for an analysis of the way in which human resources are utilized in the conduct of the various programs of the University. Furthermore, it is important that public understanding of faculty work habits and professional responsibilities be increased.

The material contained in this report is essentially descriptive in nature. The data describe the situation as it existed during the Fall Term, 1978-79. Completion of the survey was made possible through the cooperation of the individual faculty members who completed the Faculty Activity Record Form.

Surveys of faculty activity at James Madison University have been conducted in six of the last seven years. The instrument used in the current survey was developed in light of the experience gained through the administration of the five previous surveys. Every effort has been made to provide a relatively simple instrument which would require no more than ten or fifteen minutes of each faculty member's time.

It is the intention of the Office of Institutional Research to conduct future Faculty Activity Surveys. Suggestions for improvements which might be incorporated into future surveys are most welcome.

William P. Jackameit

Director of Institutional Research

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## Procedure

The Faculty Activity Record Form was completed by full-time instructional faculty, including heads of departments; part-time faculty who were involved in resident instruction, administrators who taught a course for credit; classified employees who taught a course; and graduate teaching assistants who had primary responsibility for a section or sections of a course. Excluded from the survey were individuals who were teaching off-campus only.

Each individual was provided three copies of the form. One of these was to be used as a trial copy, to be discarded or retained by the faculty member as he so desired. The other two copies were to be completed by the faculty member and forwarded to his department head. The department head was required to sign the original, thereby certifying that the form was completed by the faculty member. The original was then forwarded by the department head to the Office of Institutional Research, with the option of retaining the second copy in the department files. A copy of the form is appended to this report.

Although the signature of the department head served no formal purpose other than to certify that the form had been completed by the faculty member, the requirement that the department head sign the form was intended as a means of increasing the reliability and validity of the data reported thereon.

Those persons (i.e., administrators) not belonging to academic departments as their primary work assignment were not required to secure the signature of the head of the department in which they taught a course. These forms were returned directly to the Office of Institutional Research by the individual concerned.

The forms were distributed on October 2, 1978, and were to be returned no later than November 10, 1978. This allowed six weeks time for completion and review of the forms.

The Faculty Activity Record Form was designed to collect information about the relative time and effort faculty devote to various professional activities. Time engaged in each of the enumerated activities was entered on the form in average hours per week rounded to the nearest whole hour. The hours reported were subsequently converted to percentage of effort for analytical purposes.

The collection of data in terms of hours rather than percentage of effort was considered to be a more reliable procedure for determining the actual distribution of activity. The instructions for completing the form included the following statement:

> Do not inflate the number of hours reported on this form. Otherwise, the distribution of your time amongst the several activities will be distorted in the process of converting hours reported into percentage of effort. Most often, this will have the effect of understating the relative effort devoted to instruction.

The Office of Institutional Research reviewed the forms for illogical entries and mathematical correctness. There was no requirement for a minimum number of total hours per week to be reported; however, it was determined that any form which reported in excess of 99 weekly hours of activity for full-time faculty, or 30 weekly hours of activity for part-time faculty, would be excluded from the analysis.

Following this review, the data contained on the forms were entered onto standard 80 column data processing cards. These were then processed on an IBM 1130 Computer utilizing a program written in FORTRAN IV. Output included departmental summaries on which were listed alphabetically each department member's reported hours by category of activity, the

corresponding percentage of effort, the departmental mean for each category of effort, and departmental percentage distribution of effort. These summaries were distributed to the department heads, but were not made available to other administrators.

It should be noted that, since each department head had the option of retaining a copy of the form in the department files, these summaries merely provided an analysis of information they already had on hand.

Additional runs were made for the purpose of analyzing full-time instructional faculty by rank, and to analyze the forms completed by administrators, part-time faculty, graduate teaching assistants, military science instructors, and the athletics staff. The University mean and percentage distribution were also computed. Although faculty were asked to sum their reported instructional activities and total activities on the form, the computer program was written to compute these totals to eliminate the possibility of human error.

Data Analysis: Full-Time Instructional Faculty

A total of 404 full-time instructional faculty was identified as being eligible for inclusion in this study. All 404 individuals completed and returned the Faculty Record Form for a response rate of 100 percent. One form reported in excess of 99 hours of activity per week and was, therefore, excluded from the analysis.

Not including one individual who was awarded a three-quarter non-accountable reduced load, the average amount of time devoted to professional activities ranged from 31 to 97 hours per week. The mean number of hours reported was 54.6. The standard deviation was calculated to be 10.5 hours per week. Thus, it can be inferred that approximately 68 percent of full-time instructional faculty devoted between 44.1 and 65.1 hours per week to professional activities.

The median number of weekly hours reported by full-time instructional faculty was 54. The median is the 50th percentile, that is, the value below and above which there are an equal number of values. Thus, half of the faculty reported a number equal to or less than, and half reported a number equal to or greater than, 54 weekly hours.

The mode is the measurement in a group of measurements which has occurred most often. The mode was 58 hours per week, 23 faculty members having reported this number of hours. Twenty-two faculty members each reported 50 and 56 weekly hours.

Departmental means for weekly hours devoted to professional activities ranged from 47.2 to 62.4. The departmental averages for the number of contact hours in scheduled class meetings ranged from a low of 7.5 to a high of 17.8. The average number of hours of preparation time for departments ranged from 10.7 to 31.2. The department (Music) which

averaged the greatest number of contact hours in class meetings, also averaged the smallest number of hours of preparation time. This is consistent with the individualized applied music instruction which constitutes a significant portion of the instructional activity of that department. The only other department in which time spent in class meetings exceeded preparation time was Art, this being attributable to the nature of studio art instruction.

Excluding Art and Music, the ratio of preparation time to contact hours was 1.5 to 1. Thus for each hour spent in the classroom, the typical faculty member spent one and one-half hours in preparation. Departmental averages for total instructional activities ranged from 27.8 to 44.4. The mean for total instructional activities for full-time instructional faculty was 34.2 hours, of which 12.2 hours were spent in class meetings, 17.2 hours were devoted to preparation for class, and 4.8 hours were devoted to other instructional activities.

The amount of time spent on other than instructional activities averaged 20.2 weekly hours. Of these, 8.7 hours were devoted to research and scholarly activities, 4.5 hours to academic support, 3.2 hours to institutional support, 2.2 hours to public service, and 1.8 hours to student support activities. The distribution of effort by department in average hours per week is shown in Table 1.

In terms of percentage of effort, 62.5 percent of all reported time was devoted to instructional activities. This ranged across departments from a low of 50.3 percent to a high of 78.9 percent. Of the overall total, 22.4 percent was spent in class meetings, 31.4 percent was devoted to preparation for class, and 8.7 percent was consumed by other instructional activities. Research and scholarly activities accounted for 15.9

percent of the time reported, followed by academic support at 8.2 percent, institutional support at 5.9 percent, public service at 4.1 percent, and student support at 3.4 percent.

No department reported spending more time on noninstructional activities than it devoted to the sum of instructional activities. Furthermore, no department reported more hours in any one of the non-instructional activities than was spent in the combination of class meetings and preparation for class. The percentage distribution of effort across activities by department is shown in Table 2.

With regard to academic rank, lecturers reported having worked the highest average number of hours per week, 62.8. However, this is not deemed to be particularly significant because only four individuals out of a total of 403 held this rank. Interestingly, professors, associate professors, and assistant professors all averaged 54.6 hours per week of activity, this also being the University mean. Instructors averaged 54.2 hours per week of activity.

Lecturers reported having devoted the most hours per week to both class meetings and preparation for class. Instructors and assistant professors both reported an average of 12.7 hours per week in class meetings, but the former reported a somewhat higher number of hours and corresponding percentage of effort in preparation time. Associate professors reported having spent 12.1 hours per week in class meetings, and professors reported an average of 11.0 hours per week of similar activity. Amongst the professorial ranks, which included 340 of the 403 faculty surveyed, the amount of time spent in class meetings, in preparation for class, and in total instructional activities decreased as rank increased. Conversely, the percentage of effort devoted to noninstructional

activities increased as rank increased, the total average number of hours reported by faculty holding professorial rank having been, as noted above, identical. The distribution of effort by rank in average hours per week is shown in Table 3; the percentage distribution of effort by rank is shown in Table 4.

Listed immediately to the right of the department names in Table 1 is the number of faculty included in that department. Listed immediately to the right of the ranks in Table 3 is the number of individuals holding that rank. Total University data for Tables 1 and 3, and for Tables 2 and 4, are identical because all 403 faculty were included in both the departmental and the rank analyses. The numbered columns in Tables 1 through 4 are as follows:

1 - *Contact hours in regularly scheduled class meetings.* Includes both on-campus and off-campus courses taught for credit only.

2 - *Class preparation.* Includes preparation for on-campus and off-campus courses taught for credit, including travel time to courses taught off-campus.

3 - *Other instructional activities.* Includes the supervision of theses and independent studies, supervision of student teachers, academic program advising, and noncredit instructional activities.

4 - *Total instructional activities.* The sum of Columns 1, 2, and 3.

5 - *Research and scholarly activities.* Includes research which is funded by a grant or for which released time is provided, and scholarly activities such as writing for publication, giving recitals, and the like.

6 - *Public service activities.* Includes consulting, speaking, and other community-related professional activities.

7 - *Academic support.* Includes departmental administration, planning new courses, and teaching in the campus school.

8 - *Student support.* Includes serving as an advisor to student organizations, and coaching intercollegiate athletics.

9 - *Institutional support.* Includes participation on University-wide committees, extra departmental administration, and other professional activities not listed elsewhere.

10 - *Grand total.* The sum of Columns 1, 2 3, 5, 6, 7, 8, and 9.

TABLE 1

DISTRIBUTION OF EFFORT BY DEPARTMENT
IN AVERAGE HOURS PER WEEK

| | No. | 1 Class Meet | 2 Class Prep | 3 Other Instr | 4 Total Instr | 5 Resch Schol | 6 Pub Serv | 7 Acad Supt | 8 Stud Supt | 9 Inst Supt | 10 Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Biology | 17 | 12.4 | 13.5 | 7.9 | (33.8) | 9.6 | 1.2 | 4.5 | .5 | 2.5 | 52.1 |
| Chemistry | 8 | 12.7 | 16.9 | 6.2 | (35.8) | 10.0 | .3 | 4.6 | .3 | 2.4 | 53.4 |
| English | 28 | 12.1 | 23.1 | 2.4 | (37.6) | 8.5 | .8 | 2.9 | .5 | 3.0 | 53.3 |
| Foreign Languages | 11 | 12.0 | 19.0 | 3.7 | (34.7) | 8.5 | 1.5 | 6.5 | 1.5 | 2.5 | 55.2 |
| Geology | 10 | 12.1 | 14.3 | 5.1 | (31.5) | 6.5 | 1.0 | 4.5 | 1.1 | 2.6 | 47.2 |
| History | 17 | 11.0 | 22.1 | 2.6 | (35.7) | 13.8 | 1.1 | 2.2 | .9 | 2.4 | 56.1 |
| Mathematics | 19 | 11.6 | 23.7 | 4.0 | (39.3) | 7.4 | 1.2 | 4.4 | .4 | 2.9 | 55.6 |
| Philosophy & Religion | 5 | 10.8 | 31.2 | 2.4 | (44.4) | 5.4 | 1.8 | 7.0 | 1.2 | 2.6 | 62.4 |
| Physics | 8 | 11.3 | 20.2 | 3.0 | (34.5) | 7.5 | 4.4 | 5.1 | .4 | 1.9 | 53.8 |
| Pol Sci & Geog | 11 | 10.5 | 24.1 | 6.5 | (41.1) | 8.2 | 1.0 | 2.9 | 1.0 | 3.2 | 57.4 |
| Socio, Anth, & Soc Work | 18 | 11.2 | 20.3 | 4.1 | (35.6) | 13.3 | 2.0 | 4.3 | 1.1 | 2.6 | 58.9 |
| Acct & Finance | 18 | 11.2 | 18.9 | 3.8 | (33.9) | 5.7 | 3.2 | 4.3 | 1.5 | 2.8 | 51.4 |
| Business Educ | 9 | 11.0 | 17.0 | 8.2 | (36.2) | 2.4 | 1.9 | 4.2 | 2.9 | 2.8 | 50.4 |
| Distributive Educ | 2 | 7.5 | 12.0 | 13.5 | (33.0) | 4.5 | 2.0 | 8.5 | 4.0 | 4.5 | 56.5 |
| Economics | 13 | 9.3 | 15.5 | 3.0 | (27.8) | 13.7 | 2.7 | 3.2 | .2 | 4.8 | 52.4 |
| Home Economics | 10 | 13.3 | 26.9 | 4.8 | (45.0) | 3.7 | 1.2 | 4.4 | 1.1 | 1.6 | 57.0 |
| Mgmt & Marketing | 21 | 11.5 | 16.0 | 5.1 | (32.6) | 12.5 | 2.4 | 3.8 | .9 | 2.7 | 54.9 |
| Elem & Early Child Educ | 15 | 11.8 | 13.9 | 10.0 | (35.7) | 8.9 | 3.4 | 5.0 | .5 | 3.5 | 57.0 |
| Lib Sci & Educ Media | 5 | 11.4 | 19.0 | 4.2 | (34.6) | 8.6 | 4.4 | 9.8 | .6 | 4.4 | 62.4 |
| Physical & Health Educ | 27 | 12.0 | 13.7 | 4.7 | (30.4) | 6.3 | 3.4 | 6.1 | 10.2 | 3.8 | 60.2 |
| Psychology | 26 | 11.2 | 16.8 | 5.4 | (33.4) | 8.0 | 3.9 | 4.5 | .8 | 3.7 | 54.3 |
| Secondary Educ & Sch Admn | 11 | 12.5 | 17.8 | 3.7 | (34.0) | 6.5 | 2.3 | 2.8 | .2 | 4.2 | 50.0 |
| Special Education | 11 | 11.7 | 10.9 | 7.8 | (30.4) | 5.1 | 6.1 | 4.5 | 1.4 | 3.5 | 51.0 |
| Speech Path & Aud | 11 | 13.4 | 11.6 | 4.5 | (29.5) | 4.5 | 2.6 | 4.5 | .3 | 5.1 | 46.5 |
| Art | 19 | 15.8 | 10.8 | 4.5 | (31.1) | 14.6 | 2.7 | 4.1 | .6 | 3.8 | 56.9 |
| Communication Arts | 22 | 10.3 | 16.4 | 4.5 | (31.2) | 7.9 | 1.7 | 6.3 | 7.0 | 5.4 | 59.5 |
| Music | 31 | 17.8 | 10.7 | 3.8 | (32.3) | 8.8 | 1.4 | 4.3 | 1.2 | 2.5 | 50.5 |
| University Mean | 403 | 12.2 | 17.2 | 4.8 | (34.2) | 8.7 | 2.2 | 4.5 | 1.8 | 3.2 | 54.6 |

TABLE 2

PERCENTAGE DISTRIBUTION OF
EFFORT BY DEPARTMENT

| | 1 Class Meet | 2 Class Prep | 3 Other Instr | 4 Total Instr | 5 Resch Schol | 6 Pub Serv | 7 Acad Supt | 8 Stud Supt | 9 Inst Supt | 10 Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Biology | 23.8 | 26.0 | 15.1 | (64.9) | 18.4 | 2.3 | 8.7 | 1.0 | 4.7 | 100.0 |
| Chemistry | 23.9 | 31.6 | 11.7 | (67.2) | 18.7 | .5 | 8.7 | .5 | 4.4 | 100.0 |
| English | 22.8 | 43.5 | 4.5 | (70.8) | 15.9 | 1.4 | 5.4 | .9 | 5.6 | 100.0 |
| Foreign Languages | 21.7 | 34.4 | 6.8 | (62.9) | 15.3 | 2.8 | 11.7 | 2.8 | 4.5 | 100.0 |
| Geology | 25.6 | 30.3 | 10.8 | (66.7) | 13.8 | 2.1 | 9.5 | 2.4 | 5.5 | 100.0 |
| History | 19.6 | 39.4 | 4.7 | (63.7) | 24.5 | 1.9 | 4.0 | 1.6 | 4.3 | 100.0 |
| Mathematics | 20.8 | 42.7 | 7.2 | (70.7) | 13.3 | 2.2 | 7.9 | .7 | 5.2 | 100.0 |
| Philosophy & Religion | 17.3 | 50.0 | 3.8 | (71.1) | 8.7 | 2.9 | 11.2 | 1.9 | 4.2 | 100.0 |
| Physics | 20.9 | 37.7 | 5.6 | (64.2) | 14.0 | 8.1 | 9.5 | .7 | 3.5 | 100.0 |
| Pol Sci & Geog | 18.2 | 42.0 | 11.4 | (71.6) | 14.3 | 1.7 | 5.1 | 1.8 | 5.5 | 100.0 |
| Soc, Anth, & Soc Work | 19.0 | 34.5 | 7.0 | (60.5) | 22.6 | 3.4 | 7.3 | 1.9 | 4.3 | 100.0 |
| Acct & Finance | 21.7 | 36.9 | 7.5 | (66.1) | 11.1 | 6.2 | 8.3 | 2.8 | 5.5 | 100.0 |
| Business Educ | 21.8 | 33.7 | 16.3 | (71.8) | 4.8 | 3.8 | 8.4 | 5.7 | 5.5 | 100.0 |
| Distributive Educ | 13.3 | 21.2 | 23.9 | (58.4) | 8.0 | 3.5 | 15.0 | 7.1 | 8.0 | 100.0 |
| Economics | 17.6 | 29.7 | 5.7 | (53.0) | 26.1 | 5.1 | 6.0 | .5 | 9.3 | 100.0 |
| Home Economics | 23.3 | 47.2 | 8.4 | (78.9) | 6.5 | 2.1 | 7.7 | 2.0 | 2.8 | 100.0 |
| Mgmt & Marketing | 21.0 | 29.0 | 9.4 | (59.4) | 22.8 | 4.4 | 6.9 | 1.6 | 4.9 | 100.0 |
| Elem & Early Child Educ | 20.8 | 24.3 | 17.6 | (62.7) | 15.5 | 6.0 | 8.8 | .9 | 6.1 | 100.0 |
| Lib Sci & Educ Media | 18.3 | 30.4 | 6.7 | (55.4) | 13.8 | 7.1 | 15.7 | 1.0 | 7.0 | 100.0 |
| Physical & Health Educ | 19.9 | 22.7 | 7.7 | (50.3) | 10.5 | 5.7 | 10.2 | 17.0 | 6.3 | 100.0 |
| Psychology | 20.6 | 30.9 | 9.9 | (61.4) | 14.8 | 7.1 | 8.2 | 1.6 | 6.9 | 100.0 |
| Secondary Educ & Sch Admn | 24.9 | 35.6 | 7.5 | (68.0) | 13.1 | 4.5 | 5.6 | .4 | 8.4 | 100.0 |
| Special Education | 23.0 | 21.4 | 15.1 | (59.5) | 10.0 | 11.9 | 8.9 | 2.7 | 7.0 | 100.0 |
| Speech Path & Aud | 28.8 | 25.0 | 9.6 | (63.4) | 9.6 | 5.7 | 9.8 | .6 | 10.9 | 100.0 |
| Art | 27.7 | 19.0 | 7.9 | (54.6) | 25.6 | 4.7 | 7.3 | 1.1 | 6.7 | 100.0 |
| Communication Arts | 17.4 | 27.6 | 7.5 | (52.5) | 13.2 | 2.8 | 10.6 | 11.9 | 9.0 | 100.0 |
| Music | 35.3 | 21.1 | 7.5 | (63.9) | 17.4 | 2.7 | 8.5 | 2.4 | 5.1 | 100.0 |
| Total University | 22.4 | 31.4 | 8.7 | (62.5) | 15.9 | 4.1 | 8.2 | 3.4 | 5.9 | 100.0 |

TABLE 3

DISTRIBUTION OF EFFORT BY RANK
IN AVERAGE HOURS PER WEEK

| | No | 1 Class Meet | 2 Class Prep | 3 Other Instr | 4 Total Instr | 5 Resch Schol | 6 Pub Serv | 7 Acad Supt | 8 Stud Supt | 9 Inst Supt | 10 Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Professor | 79 | 11.0 | 14.8 | 4.8 | (30.6) | 7.3 | 2.9 | 8.4 | .8 | 4.6 | 54.6 |
| Associate Professor | 103 | 12.1 | 17.2 | 4.4 | (33.7) | 9.6 | 2.3 | 4.9 | 1.1 | 3.0 | 54.6 |
| Assistant Professor | 158 | 12.7 | 17.7 | 5.7 | (36.1) | 9.1 | 2.1 | 2.8 | 1.6 | 2.9 | 54.6 |
| Instructor | 59 | 12.7 | 18.4 | 3.2 | (34.3) | 7.7 | 1.5 | 2.9 | 4.8 | 3.0 | 54.2 |
| Lecturer | 4 | 14.7 | 25.8 | 1.0 | (41.5) | 10.5 | .5 | .8 | 8.7 | .8 | 62.8 |
| University Mean | 403 | 12.2 | 17.2 | 4.8 | (34.2) | 8.7 | 2.2 | 4.5 | 1.8 | 3.2 | 54.6 |

TABLE 4

PERCENTAGE DISTRIBUTION OF
EFFORT BY RANK

| | 1 Class Meet | 2 Class Prep | 3 Other Instr | 4 Total Instr | 5 Resch Schol | 6 Pub Serv | 7 Acad Supt | 8 Stud Supt | 9 Inst Supt | 10 Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Professor | 20.1 | 27.0 | 8.9 | (56.0) | 13.3 | 5.3 | 15.4 | 1.5 | 8.5 | 100.0 |
| Associate Professor | 22.3 | 31.4 | 8.0 | (61.7) | 17.5 | 4.3 | 9.1 | 2.0 | 5.4 | 100.0 |
| Assistant Professor | 23.2 | 32.4 | 10.4 | (66.0) | 16.8 | 3.9 | 5.2 | 2.8 | 5.3 | 100.0 |
| Instructor | 23.4 | 33.9 | 5.9 | (63.2) | 14.2 | 2.8 | 5.4 | 8.9 | 5.5 | 100.0 |
| Lecturer | 23.5 | 41.0 | 1.6 | (66.1) | 16.7 | .8 | 1.2 | 14.0 | 1.2 | 100.0 |
| Total University | 22.4 | 31.4 | 8.7 | (62.5) | 15.9 | 4.1 | 8.2 | 3.4 | 5.9 | 100.0 |

Data Analysis: Other Instructional Staff

This group includes 16 administrators who taught a course for credit, 44 part-time instructors who taught on-campus, 41 graduate teaching assistants, 17 members of the athletic staff, and 3 military science instructors, for a total of 120 individuals.

Administrators who taught a course for credit devoted an average of 51.4 hours per week to professional activities. The range of total hours reported by administrators was considerably narrower than for full-time instructional faculty, the low having been 40 hours per week, and the high 70 hours per week. The median weekly hours reported by administrators was midway between 48.0 and 49.0, the eighth and ninth individuals in the distribution having reported these numbers, respectively. The standard deviation for administrators was computed to be 9.0. Thus, it can be inferred that approximately 68 percent of this group devoted between 42.4 and 60.4 hours each week to professional activities.

On the average, administrators devoted 12.2 hours, equal to 23.7 percent of their average weekly activity, to instruction. Additionally, 40.9 percent of the time reported by administrators was in the category of institutional support, 17.8 percent in academic support, 9.7 percent in student support, 4.4 percent in research and scholarly activities, and 3.5 percent in public service activities.

A total of 17 members of the athletic staff was involved in instructional activities, and therefore, included in the survey. The range of total hours reported by the athletic staff ran from a low of 44 to a high of 96, with a mean of 71.5, the highest of any group surveyed. However, only 9.8 hours per week, equal to 13.7 percent of the total time

spent on professional activities by this group, was devoted to instruction. Not surprisingly, the athletic staff averaged 51.6 hours per week in the student support area, which includes intercollegiate athletics.

Part-time instructors reported an average of 15.0 weekly hours of professional activity, of which, 11.9 hours, equal to 78.9 percent of the total, was devoted to instruction. Graduate teaching assistants reported an average of 19.7 hours worked each week. Of these, 18.2 hours, equal to 92.6 percent of the total, were devoted to instructional activities. This was the largest portion of total effort devoted to instruction of any group included in the survey. As compared to part-time instructors, who spent 31.6 percent of their total time in class meetings, graduate teaching assistants spent 35.1 percent of their reported time in the classroom.

Military science instructors reported having averaged 41.3 hours per week of professional activity. It is interesting to note that military science instructors averaged 14.0 hours per week in academic support activities, the highest average number of hours devoted to academic support by any department or group included in the study.

The distribution of effort in average hours per week for administrators, part-time instructors, graduate teaching assistants, members of the athletic staff, and military science instructors is shown in Table 5. The corresponding percentage distribution of effort is shown in Table 6. Listed immediately to the right of each category of individuals in Table 5 is the number of persons included in that grouping. The numbered columns in Table 5 and 6 are the same as those in Tables 1 through 4.

TABLE 5

DISTRIBUTION OF EFFORT IN AVERAGE HOURS PER WEEK--OTHER PERSONNEL HAVING INSTRUCTIONAL RESPONSIBILITIES

| | No. | 1 Class Meet | 2 Class Prep | 3 Other Instr | 4 Total Instr | 5 Resch Schol | 6 Pub Serv | 7 Acad Supt | 8 Stud Supt | 9 Inst Supt | 10 Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Administrators | 16 | 3.3 | 5.2 | 3.7 | (12.2) | 2.3 | 1.8 | 9.1 | 5.0 | 21.0 | 51.4 |
| Part-Time Instructors | 44 | 4.8 | 6.7 | .4 | (11.9) | 1.4 | 1.4 | .2 | .0 | .1 | 15.0 |
| Graduate Teaching Asst. | 41 | 6.9 | 10.6 | .7 | (18.2) | .6 | .1 | .0 | .7 | .1 | 19.7 |
| Athletic Staff | 17 | 6.4 | 2.9 | .5 | (9.8) | .0 | 2.5 | 1.5 | 51.6 | 6.1 | 71.5 |
| Military Science Instr. | 3 | 6.6 | 5.7 | 6.0 | (18.3) | .0 | 1.0 | 14.0 | 3.3 | 4.7 | 41.3 |

TABLE 6

PERCENTAGE DISTRIBUTION OF EFFORT--OTHER PERSONNEL HAVING INSTRUCTIONAL RESPONSIBILITIES

| | 1 Class Meet | 2 Class Prep | 3 Other Instr | 4 Total Instr | 5 Resch Schol | 6 Pub Serv | 7 Acad Supt | 8 Stud Supt | 9 Inst Supt | 10 Grand Total |
|---|---|---|---|---|---|---|---|---|---|---|
| Administrators | 6.4 | 10.1 | 7.2 | (23.7) | 4.4 | 3.5 | 17.8 | 9.7 | 40.9 | 100.0 |
| Part-Time Instructors | 31.6 | 44.4 | 2.9 | (78.9) | 9.5 | 9.2 | 1.7 | .1 | .6 | 100.0 |
| Graduate Teaching Asst. | 35.1 | 54.0 | 3.5 | (92.6) | 3.0 | .4 | .0 | 3.4 | .6 | 100.0 |
| Athletic Staff | 8.9 | 4.1 | .7 | (13.7) | .0 | 3.4 | 2.1 | 72.3 | 8.5 | 100.0 |
| Military Science Instr. | 16.1 | 13.7 | 14.5 | (44.3) | .0 | 2.4 | 33.9 | 8.1 | 11.3 | 100.0 |

Comparison with Preceding Surveys

Surveys of faculty activities at James Madison University have been conducted in six of the last seven years. The first survey, which was conducted in the Fall of 1972, required that each faculty member complete two forms, a "Teaching Assignment Record" and a "Faculty Activity Summary". The Teaching Assignment Record, as the name would suggest, solicited enrollment and credit hour data by course for each individual faculty member. The Faculty Activity Summary, which consisted of three pages, required that an estimate be made of the percentage of effort devoted to each of nine activities (instruction, research, public service, etc.), with the percentage of effort to total 100 percent.

Due to changes in organization and personnel, no faculty activity survey was conducted during the 1973-74 academic year. However, the Vice President for Academic Affairs began collecting teaching assignment information through use of the "Faculty Planning Information Form", which was essentially an abbreviated version of the Teaching Assignment Record, to be completed for an entire department rather than on an individual basis. This form has continued in use to this date.

Against a background of increasing external and internal interest, a decision was made to conduct a faculty activity survey during the Fall of 1974. In order to meet this objective, a simplified instrument consisting of a single sheet was devised. On this form, faculty were requested to report their involvement in various activities in terms of the average number of hours per week devoted to that activity, rather than in terms of a percentage of effort.

The Fall of 1975 brought the legislatively mandated state-wide Tenure and Work Load Study, which was conducted under the auspices of the State

Council of Higher Education. The work load portion of the study required that each faculty member complete a two page form. Teaching assignment data were elicited on an individual basis, much as had been done in the Fall 1972 survey. In addition, faculty were requested to provide an estimate of the average hours per week devoted to each of the customary activities, much as had been done in the 1974 survey. The relatively cumbersome nature of the SCHEV instrument confirmed the desirability of a simple form, such as that which had been developed locally for use the preceding year. In that the University had conducted faculty activity surveys during 1972 and 1974, valuable experience had been gained in administering such a survey and interpreting the data therefrom.

During the last three years, essentially the same instrument has been used to collect faculty activity data. Minor modifications have been made in format, primarily for the purpose of facilitating data analysis. As the form has evolved, the concerns of the faculty as voiced individually and through committees have been taken into consideration. Summary reports were prepared from the 1974, 1975, 1976, and 1978 surveys, and in 1978, each department head was provided with a summary listing of the data for his department. For the present, the policy continues to be that a faculty activity survey will be conducted each year in the fall.

With the conduct of six activity surveys over the course of seven years, general norms have become established. The 1972 survey, which collected data in terms of percentage of effort, did not provide the total average number of hours per week devoted to professional activities. In the five more recent surveys, the average number of hours reported by full-time instructional faculty was 56.0 in 1974, 58.1 in 1975, 54.8 in 1976, 58.1 in 1977, and 54.6 in 1978. These averages are consistent with faculty activity studies conducted elsewhere.

The percentage distribution across activities is available for all six years. While some modification has been made to the reporting categories, the total instructional, research and scholarly, and public service groupings can be summarized for the entire period. The percentage of total effort for these activities was as follows:

| | Total Instructional | Research Scholarly | Public Service |
|---|---|---|---|
| 1972 | 68.9 | 5.6 | 2.5 |
| 1974 | 65.1 | 10.4 | 4.5 |
| 1975 | 58.2 | 11.8 | 1.9 |
| 1976 | 62.8 | 13.9 | 4.0 |
| 1977 | 61.8 | 14.1 | 3.9 |
| 1978 | 62.5 | 15.9 | 4.1 |

A trend which seems to have developed during the seven year period is the increasing percentage of effort which is being devoted to research and scholarly activities by University faculty. This is a development which bears watching, for it suggests that the internal allocation of resources in terms of faculty effort may be moving increasingly in that direction.

In the 1972 survey, faculty reported their activities in terms of percentage of effort, whereas, for the more recent surveys, the percentage of effort was calculated from the average weekly hours which were reported. This difference in methodology most likely accounts for the variance in the total instructional and research and scholarly activities categories for 1972 and the later years. It would seem that, what individuals think they are doing in terms of a percentage distribution, and what they are actually doing in terms of hours devoted, may differ substantially. For this reason, the collection of data in terms of average weekly hours rather than percentages is deemed to be the preferred method.

During the period 1972 through 1978, the number of full-time instructional faculty increased from some 260 individuals in the Fall of 1972 to in excess of 400 individuals in the Fall of 1978. This fact, combined with normal turnover, suggests that only about half of the individuals completing the 1978 survey were involved in the 1972 survey. Thus, the group surveyed in the most recent study is substantially different in terms of both size and membership from the group surveyed seven years earlier. Given this consideration, the activities of University faculty have, generally speaking, remained notably constant over the period.

JAMES MADISON UNIVERSITY FACULTY ACTIVITY RECORD

PLEASE PRINT

Name _____ (1-16) Soc. Security No. _____ (17-25)

Rank _____ (26) Department _____ (27-30)

In the spaces provided below, enter the average number of hours per week to the nearest whole hour in which you engage in the activities listed. Ignore all numbers shown in parenthesis.

I. Instructional Activities

A. Regularly Scheduled Credit Courses

1. Contact hours in on-campus class meetings. . . . . ____

2. Contact hours in off-campus class meetings . . . . . ____

TOTAL CONTACT HOURS . . . . . ____ (31-32)

3. Preparation for on-campus classes. . . . . ____

4. Preparation for off-campus classes, including travel time. . . . . ____

TOTAL PREPARATION TIME. . . . . ____ (33-34)

B. Guiding theses, independent studies, and student teachers; academic program advising; non-credit instruction . . . ____ (35-36)

TOTAL WEEKLY HOURS INSTRUCTIONAL ACTIVITIES . . . . . ____ (37-38)

II. Research and Scholarly Activities

A. Research which is funded by a grant or for which you have released time . . . . . ____

B. Scholarly Activities, such as writing for publication, giving recitals, and the like. . . . . ____

TOTAL WEEKLY HOURS RESEARCH ACTIVITIES. . . . . ____ (39-40)

III. Public Service Activities, such as consulting, speaking, and other community-related professional activities. . . . . ____ (41-42)

IV. Academic Support, including departmental administration, planning new courses, and teaching in the campus school. . . . . ____ (43-44)

V. Student Support Activities, such as advising student organizations and coaching intercollegiate athletics . . . . . ____ (45-46)

VI. Institutional Support, including participation on University-wide committees, extradepartmental administration, and other professional activities not listed elsewhere . . . . . ____ (47-48)

VII. GRAND TOTAL HOURS LISTED IN SECTIONS I THROUGH VI. . . . . ____ (49-50)

Signatures

Faculty Member _____ Department Head _____

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